



SPECIAL COMMITMENT CENTER

Pierce County, Washington

RESIDENT COMPUTERS & TECHNICAL DEVICES

Formerly Resident Computers

POLICY NUMBER: 212

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PURPOSE

This policy establishes limitations to resident-owned computers, computer equipment, software and electronic devices.

SCOPE

This policy applies all resident electronic property, devices or equipment.

DEFINITIONS

Computer equipment means the central processing unit, associated power supply, disk/compact disk drives and other data storage mechanisms, the keyboard, monitor, printer, mouse or similar device, speakers, and software, disks, CDs, connecting devices, game devices and game controls, and related software and hardware used in the operation of a computer.

Technical device means equipment which operates magnetically, optically, or electronically in whole or in part to receive, store, process, reproduce, alter or transmit an image, message, or data. Included are DVD and video equipment, radios, televisions, and other equipment mentioned by description or type within this policy.

POLICY

I. Allowable and Disallowed Items.

- A. The list of allowable computer equipment and technical devices, *Attachment A* describes the only types of such property allowed to residents. *Attachment A* also lists items and kinds of devices which are expressly prohibited.
- B. A separate attachment, when approved, may amend this policy as regards the SCTF.
- C. Any items deemed a threat to the safety or security of the institution or which may negatively impact the goals of the treatment program are strictly prohibited. Even if not addressed in the attachments above, no device or program is allowed which permits a resident to:
 - Communicate by voice or data with outside sources;
 - Create, manipulate, send or receive images;
 - Encrypt or obscure a file of data;

- Prevent access to stored files or data;
- Interfere with the proper use of SCC safety, security, or communications equipment;
- Obtain information which may create a risk of escape or harm to others.

II. Games Programs/Software.

Of high concern is the increase in game scenarios of graphic violence, sexual violence, criminality, and hate. Games may be restricted to assure a therapeutic environment in which deviant thought and behavior are not reinforced. Restrictions and approval are made by referral to an external, objective source. Criteria and a review protocol, when approved, shall appear as Attachment B.

III. Ordering and Delivery.

- A. Computers, technical devices, and software purchase must be according to regular purchasing procedures and require pre-approval by the SCC IT manager or designee.
- B. Items must be purchased new from an approved vendor and shipped unopened directly to SCC in its original packaging.
- C. Prior to delivery to the resident, designated Information Technology (IT) or residential staff will check all computers and software for appropriate content. Upon receipt, staff may seal all computer equipment with a security seal.
- D. Any device containing a modem or Ethernet card/component shall be processed according to Attachment C. Residents requesting disabling a device/component must sign a request, including a waiver of liability (see form).

IV. Record of Ownership and Individual Use.

- A. Equipment and software will be included on the resident's personal property inventory.
- B. Disks, CDs, and game cartridges must be clearly, permanently marked with resident name.
- C. Computer equipment and technical devices are allowed for personal use of the owner:
 - i. Exchange of equipment or software between residents is not allowed.
 - ii. Residents may not exchange CDs or diskettes with other residents or receive them through the mail or exchange them with visitors.

V. Search and Misuse.

- A. All equipment and computer files are subject to search at any time.
- B. Misuse of computer equipment or software or violation of this policy may result in the temporary or permanent loss of computer privileges.

VI. Upkeep and Repair.

- A. Routine care of the computer hardware is the responsibility of the owner.
- B. Residents may not open, attempt or conduct repair or modification of any computer, computer-related equipment or technical device. Removal of or tampering with a security seal will result in equipment seizure and removal from the facility at the resident's expense.
- C. SCC staff will not provide hardware or software repairs or service.
- D. Inoperable equipment and equipment to be upgraded must be sent directly to an authorized computer repair establishment or to the original vendor at the resident's expense.
 - 1. Equipment must be inspected by SCC staff before the package is sealed and sent out.
 - 2. Upgrades must meet the requirements of this policy.

Procedure: Disabling Ethernet/Modem/Communications Device

LEM 10/21/03

1. R&D receives and holds equipment containing unapproved device.
2. R&D staff inform resident that device is being held pending process and informs resident of the option to return the device to sender or to request it be disabled.
3. Resident informs R&D of the option taken.
4. If the resident agrees to have the device disabled, resident informs R&D of days/times of availability.
5. R&D schedules a day and time with the resident and designated IT staff – within one working day, if possible.
6. On arrival of IT staff, resident is called out to R&D.
7. IT staff provides resident the waiver form, and explains the process.
8. Resident signs the form. (If the resident refuses, the item returned to sender, and when necessary, at the resident's expense.)
9. IT staff examine the device to determine whether the component can be physically removed (plug-in connectors) or if the device is hard-wired or part of the circuitry.
10. **If the device can be removed:**
 - a. IT staff will supervise the resident or will personally remove the component.
 - b. IT staff will place the component in a protective envelope and seal it.
 - c. The resident will address the envelope and write a request to have the envelope mailed out at his/her expense, **or**
 - d. The resident will authorize the component's donation or disposal.
11. **If the device cannot be removed,** IT staff will either supervise the resident or will personally seal the appropriate port with epoxy or another approved sealant. Proper curing time must be observed.
12. IT staff will place a security seal on the computer or device in question and release it to R&D for the resident's receipt.
13. IT staff will complete the final portion of the waiver form, indicating the method employed and sign and date the form.
14. R&D staff copy the form, giving the copy to the resident and placing the original in the resident's property inventory.



**Special Commitment Center
Request to Disable
Nonconforming Computers
and Related Devices**

Resident:
SCC #:
Date:

Per policy 212, Computers and Technical Devices, the Special Commitment Center may allow into the institution Ethernet cards or modems and certain other transmittal device built into a computer or similar equipment, *only if those devices are disabled.*

In order for you to receive equipment with such a device, you must authorize the SCC to disable the device either by its removal or physical blocking at the device port. This form, when signed by you, serves as that authorization.

You must be present to observe as a staff or Information Technology person removes or disables the prohibited device, or you must perform the task under SCC staff supervision.

Certain vendors disable or remove these devices on request, before shipping. By ordering a device which does not meet property requirements, you acknowledge that the equipment is not in compliance with SCC policy and that it must be returned to the sender or disabled if it is permitted to you.

By signing below, you are hereby requesting that such nonconforming equipment be disabled for purposes of bringing the equipment into compliance with Policy 212. **Your signature on this request waives any claim you may have against the Special Commitment Center and its staff for damages arising out of the removal and/or disabling of the unapproved devices, including but not limited to claims for voiding a warrantee or guarantee as a result of the requested action.**

I _____ request that an authorized Special Commitment Center staff person disable the computer or other device described below. This includes my removing or disabling the device under the supervision of an SCC technician or my agreeing to allow an SCC technician to remove or disable the prohibited device by means determined by the SCC.

I understand that this process may void my computer's warrantee and may risk damage to my computer. **By signing this document I release the Special Commitment Center and the designated staff person from liability for any and all claims for damages which may result from the procedure.**

Resident Signature:		Date:
Section Below To Be Filled In By SCC Staff Only		
Make:	Model:	Serial #:
Process: <input type="checkbox"/> Removed <input type="checkbox"/> Blocked Port (Epoxy) <input type="checkbox"/> Other:		
If a device was removed, means of disposal: <input type="checkbox"/> Mailed Out <input type="checkbox"/> Donated <input type="checkbox"/> Destroyed		
Staff Signature:		Date:

Distribution: Original to resident property inventory, Copy to Resident